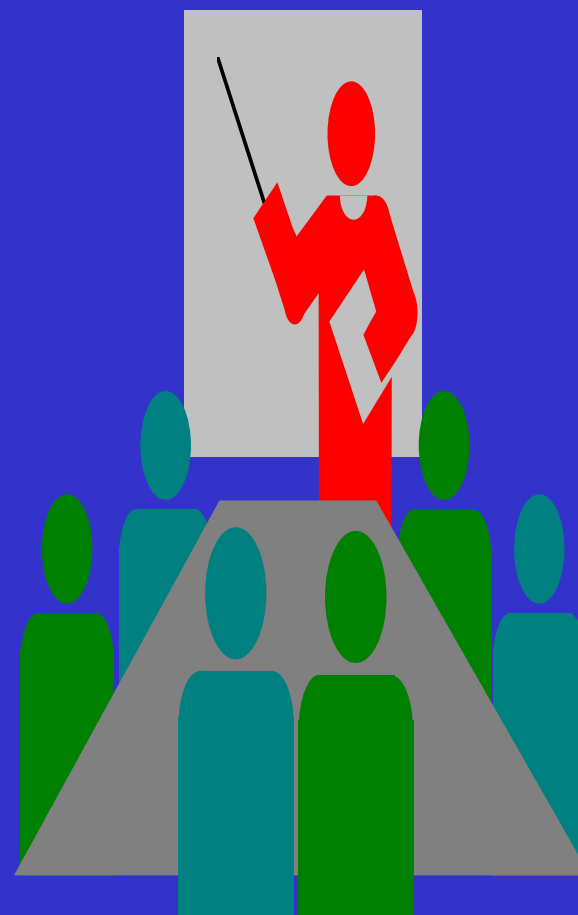# OFFICE OF HIV/AIDS HOUSING
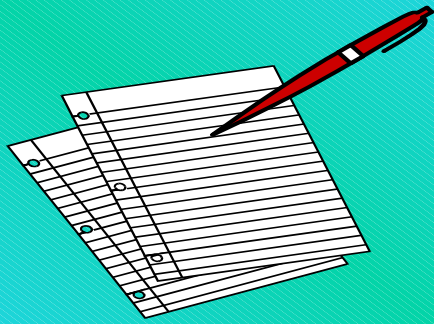
HUD's Reporting Requirements
for the HOPWA Program

What is the Purpose of Today?

- To Understand Annual Reporting Requirements
- To Define Data Collection:
  – Use Eligible Activities to serve Clients
  – Record Beneficiary and Financial Info
  – Prepare the CAPER
- To Become More Accurate in Reporting
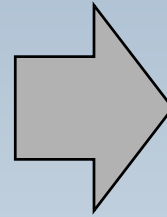- Barriers, Recommendations, & Solutions

HOPWA Clients

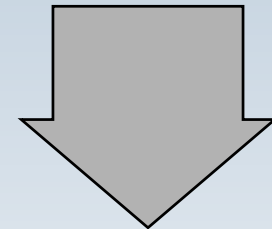Who is eligible to receive HOPWA housing and support benefits?

- persons medically diagnosed as HIV positive
- low income persons

PERFORMANCE REPORTING
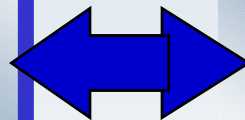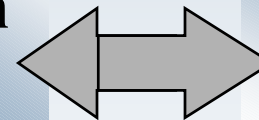
HUD 5 year Strategic (Consolidated) Plan → **IDIS:** record and track beneficiary and disbursement info

↓

Housing Opportunities for Persons with AIDS ↔ **Executive Summary on Program** ↔ **CAPER:** compile annual reporting info

HOPWA ELIGIBLE ACTIVITIES

1. Housing Information Services
2. Resource Identification for housing assistance
3. Acquisition, Rehabilitation, Conversion, Lease and Repair of facilities
4. New Construction for SROs and community residences
5. Project- or Tenant-based rental assistance
6. Short-term Rent, Mortgage, and Utility payments
7. Supportive Services
8. Operating Costs for housing
9. Technical Assistance in establishing and operating a community residence
10. Admin Expenses: 3% grantee/7% project sponsor

HOPWA MATRIX CODES

In June 2000, the HOPWA program office established five Matrix Codes for HOPWA activities:

- **31** **HOPWA project**
- **31A** **HOPWA grantee activity**
- **31B** **HOPWA grantee administration**
- **31C** **HOPWA project sponsor activity**
- **31D** **HOPWA project sponsor administration**
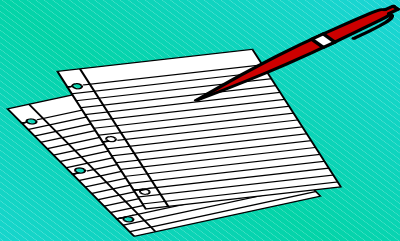
Record Beneficiary and Financial Info

- MA04 screen - enter proposed info upon set up of the activity

- MA04 screen – enter actual info once the activity is completed or at the end of the program year

- use the correct HOPWA accomplishment type:

  People – 1

  Organizations – 9

  Housing Units - 10

- update the activity status code

- enter the report year and provide a short narrative on the activity for the year

- complete the activity details on the screens in the accomplishment path
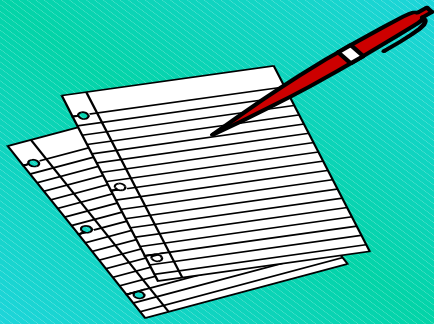
Complete the CAPER

- assemble your statistics in the format requested by HUD including the Performance Charts and HOPWA narrative
- verify that the information is complete and accurate
- report the results to your Field Office and HUD headquarters in a timely manner

(grantees are required to submit an annual report within 90 days of the end of their program year)

Top Reporting Tips

- Complete the C04MA04 screen with proposed and actual activity information

- Use the HOPWA-specific 31 series Matrix Codes

- Complete the correct accomplishment path and complete it fully in IDIS

  - dates services began, rehab/construction started & completed, staff hired, residents occupied facility

  - expenditure information

  - break out the supportive service categories

- Submit the CAPER within 90 days of the end of your program year

Competitive Grantees Barriers, & Recommendations Section

- Housing Affordability & FMR
- Supportive Services
  - Staffing
  - Transportation
  - Life Management

Solutions

- Competitive grantees are started to report how they are solving their barriers in house
- Some solutions involve:
  - Networking
  - Partnering
  - Finding free labor